

## **INSTRUCTIONS - ROAD NAME APPLICATION**

**This process should be used for the following reasons: to name a new road, to name an existing named or unnamed road on which no fire numbers have been assigned**

- a. All proposed road names shall be submitted to the Marinette County Property Listing Department for preliminary approval.
- b. The applicant shall complete the application form and return it along with a map showing the location of the road to the Marinette County Property Listing Office.
- c. The County shall evaluate the application and issue preliminary approval or disapproval of the road name requested.
- d. If not approved the applicant shall be notified and a new road name shall be submitted. If approved a copy of the application form indicating preliminary approval shall be sent to the applicant and the governing municipality.
- e. The applicant shall obtain final approval by official action from the governing body. The municipal clerk shall note the date of said approval on the face of the application and send the approved application to the Marinette County Property Listing Office.
- f. The County shall forward the approved road name to the Marinette County Sheriff and the post office serving the area.
- g. The municipal clerk shall notify the area fire department and rescue squad and other emergency services in the area.
- h. The municipal clerk shall order road signs and have them installed. The fire number map and WDOT mileage map should be updated.

**This process shall be used to name an existing named or unnamed road where fire numbers were previously assigned.** To determine if this process needs to be used the municipal clerk shall determine if the previously assigned fire numbers conform to the fire number grid. If the fire numbers do not conform to the established north/south, east/west grid, new fire numbers shall be assigned. This process shall be used to properly complete that task.

- a. Follow steps a through d above.
- b. The applicant shall obtain final approval by official action from the governing body. The municipal clerk shall note the date of said approval on the face of the application and send the approved application to the Marinette County Property Listing Office along with material covered under item "e" below.
- c. The municipal clerk shall publish a notice of the road name change in the official municipal newspaper.
- d. The municipal clerk shall mail notification of the road name change to all property owners adjacent to the road whether the parcel is improved or not. This notification must include the old fire number along with the individuals new fire number and new road name.
- e. In addition, the municipal clerk shall notify the Property Listing Department, the County Sheriffs Department, the appropriate post office, all rescue squads and fire departments which service the area, and any other emergency services which may serve the area. This notification must include the following:
  - a. The name of the property owners, and if rented, the name of the renter
  - b. The old fire number and road name for that residence
  - c. The new fire number and road name for that residence
- f. The municipal clerk shall order road signs and have them installed. The fire number map and WDOT mileage map should be updated.

## Application for Road Name

**Please Print Legibly.**

Date: \_\_\_\_\_

Road Name Requested. The road sign must match the road name as shown below.

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

This is a New Road? ☐ yes ☐ no      This is an existing road? ☐ yes ☐ no

What is existing road's current name? \_\_\_\_\_

This is a Private Road? ☐ yes ☐ no      Pvt roads are privately owned & not maintained by the municipality.

### **Location Information.**

Municipality Where Road is Located: \_\_\_\_\_

The road is located in the: \_\_\_\_\_  $\frac{1}{4}$  or the \_\_\_\_\_  $\frac{1}{4}$  \_\_\_\_\_  $\frac{1}{4}$  of Section(s) \_\_\_\_\_  
NE $\frac{1}{4}$ , NW $\frac{1}{4}$ , SW $\frac{1}{4}$  or SE $\frac{1}{4}$

Town \_\_\_\_\_ Range \_\_\_\_\_ and runs in a \_\_\_\_\_ direction  
North-South, Northeast-Southwest

from \_\_\_\_\_ for \_\_\_\_\_ to \_\_\_\_\_  
Name of Road Road Length

\_\_\_\_\_  
Name of Road, Dead End, Cul-de-sac or "T" turnaround

Land Owner or Applicant's Name/Phone Number: \_\_\_\_\_

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**Mail or fax this form along with a copy of a map showing the roads location**  
**to: Property Listing    1926 Hall Ave    Marinette WI 54143-1717**  
**Fax number: 715 732-7547                      Telephone number: 715 732-7545**

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For Property Listing Departments use.                      Date request was received: \_\_\_\_\_

Date request was approved and by whom: \_\_\_\_\_

Date request was denied, by whom, and why: \_\_\_\_\_

Fire Number Range (low to high): \_\_\_\_\_

Copy sent to Municipal Clerk: \_\_\_\_\_ Applicant: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date

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**Municipal Approval.** Date approved by governing agency: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_